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**ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

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Janet Napolitano  
Governor

Tracy L. Wareing  
Director

Reference: DES Child Care Administration & Spirit

Thank you for your interest in the DES Child Care Administration. We are always pleased to expand the universe of potential providers for services that will improve the quality of child care in Arizona.

In order to receive an electronic notice (email) of a solicitation (such as a Request for Proposals [RFP]), vendors must be registered in the state automated procurement system, which is called Spirit. Vendors who are registered under the specific service named in the RFP will be notified. For example, if an RFP is issued for Home Recruitment, Study and Supervision, specifically to recruit new family child care homes, notices generated from the Spirit system will be sent only to vendors registered under the commodity code for Home Recruitment, Study & Supervision. There is no mechanism within Spirit that would allow additional notices to be sent to vendors on another commodity code list, such as Child Care, etc. Therefore, it may be helpful for you to know of several different services and commodity codes that have been used by the DES Child Care Administration in the past.

Within Spirit, you may list all services for which you want to be placed on mailing lists. The following is a list of several services that the DES Child Care Administration has used in the past:

| <u>Service</u>                        | <u>Commodity Code</u> |
|---------------------------------------|-----------------------|
| Coordination                          | 0952-0115             |
| Home Recruitment, Study & Supervision | 0952-0120             |
| Program Development                   | 0952-0145             |
| Information and Referral              | 0952-1215             |
| Child Care                            | 0952-1810             |
| Occupational/Vocational Education     | 0952-2145             |
| Post Secondary Education              | 0952-2150             |
| Innovation & Demonstration            | 0952-3305             |

In addition to these services, you may find other youth-related services in which you might like to be involved. You may place your name on any number of lists that you wish

The Child Care Administration suggests that you register and/or update your vendor profile in Spirit to include all possible services in which you might be interested. The Spirit website is <https://spirit.az.gov>.

Again, thank you for your interest.

Sincerely,  
Child Care Administration